

**A RESOLUTION
BY FINANCE/ EXECUTIVE COMMITTEE**

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN APPROPRIATE CONTRACTUAL AGREEMENT WITH MAXIMUS, INC., FOR FC-6007000018, INDIRECT COST ALLOCATION, ON BEHALF OF THE DEPARTMENT OF FINANCE, IN AN AMOUNT NOT TO EXCEED TWO HUNDRED FIFTY SEVEN THOUSAND DOLLARS AND NO CENTS (\$257,000.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBERS 1A01 (GENERAL FUND) 524001 (CONSULTANT/ PROF. SERVICES) J81401 (GENERAL ACCOUNTING); AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta ("City") solicited Requests for Proposals for qualified firms for FC-6007000018, to generate Cost Allocation Plans to distribute indirect costs to various City Departments; and

WHEREAS, the Agreement is for a period of two (2) years with one (1) one- year renewal option; and

WHEREAS, Maximus, Inc., was determined to be the most responsive and responsible proponent; and

WHEREAS, the Chief Financial Officer and the Chief Procurement Officer have recommended that the contract for FC-6007000018, Indirect Cost Allocation, be awarded to Maximus, Inc., in an amount not to exceed Two Hundred Fifty Seven Thousand Dollars and No Cents (\$257,000.00).

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES, that the Mayor be and is hereby authorized to enter into an appropriate contractual agreement with Maximus, Inc., for FC-6007000018, Indirect Cost Allocation, on behalf of the Department of Finance, in an amount not to exceed Two Hundred Fifty Seven Thousand Dollars and No Cents (\$257,000.00), to be charged to and paid from Fund Account and Center number 1A01 (General Fund) 524001 (Consultant/ Prof. Services) J81401 (General Accounting).

BE IT FURTHER RESOLVED, that said agreement shall be for a period of two (2) years with one (1) one- year renewal option.

BE IT FURTHER RESOLVED, that the City Attorney be and is hereby directed to prepare the appropriate contractual agreements for execution by the Mayor.

BE IT FINALLY RESOLVED, that said contractual agreement shall not become binding upon the City, and the City shall incur no liability upon the same until such contract is approved by the City Attorney as to form, executed by the Mayor, attested to by the Municipal Clerk, and delivered to the contracting parties.

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview: Finance/ Executive Committee

Caption: A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN APPROPRIATE CONTRACTUAL AGREEMENT WITH MAXIMUS, INC., FOR FC-6007000018, INDIRECT COST ALLOCATION, ON BEHALF OF THE DEPARTMENT OF FINANCE, IN AN AMOUNT NOT TO EXCEED TWO HUNDRED FIFTY SEVEN THOUSAND DOLLARS AND NO CENTS (\$257,000.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBERS 1A01 (GENERAL FUND) 524001 (CONSULTANT/ PROF. SERVICES) J81401 (GENERAL ACCOUNTING); AND FOR OTHER PURPOSES.

Council Meeting Date: September 4, 2007

Requesting Dept.: Department of Finance

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

To authorize the Mayor or her designee to enter into a contractual agreement with Maximus, Inc for FC-6007000018, Indirect Cost Allocation

2. Please provide background information regarding this legislation.

These reports generated by the consultants are the standard reports required each year to allocate indirect costs to various departments.

3. If Applicable/Known:

- (a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):** Professional Services
- (b) **Source Selection:** RFP
- (c) **Bids/Proposals Due:** 05/23/2007

- (d) **Invitations Issued:**
- (e) **Number of Bids:**
- (f) **Proposals Received:** 4
- (g) **Bidders/Proponents:** 4
- (h) **Term of Contract:** 1 yr with 2 option periods

4. Fund Account Center (*Ex. Name and number*): 1A01 (General Fund) 524001 (Consultant/Prof. Services) J81401 (General Accounting)

Fund: _____ **Account:** _____ **Center:** _____

5. Source of Funds: *Example:* General Funds

6. Fiscal Impact: n/a

7. Method of Cost Recovery: n/a

This Legislative Request Form Was Prepared By: Monique Laws, Submitted by LaShawn Gardiner

**Department of Procurement
Legislative White Paper**

Committee of Purview: Finance/Executive

Caption: A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN APPROPRIATE CONTRACTUAL AGREEMENT WITH MAXIMUS, INC., FOR FC-6007000018, INDIRECT COST ALLOCATION, ON BEHALF OF THE DEPARTMENT OF FINANCE, IN AN AMOUNT NOT TO EXCEED TWO HUNDRED FIFTY SEVEN THOUSAND DOLLARS AND NO CENTS (\$257,000.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBERS 1A01 (GENERAL FUND) 524001 (CONSULTANT/ PROF. SERVICES) J81401 (GENERAL ACCOUNTING); AND FOR OTHER PURPOSES.

Council Meeting Date: August 29, 2007

Legislation Title: Contract Agreement between Maximus, Inc., and the City FC-6007000018

Requesting Dept.: Finance

Contract Type: Indirect Cost Allocation

Source Selection: RFP

Bids/Proposals Due: May 23, 2007

**Number of Bids/
Proposals Received:** Four (4)

Bidders/Proponents:

- 1) **Maximus, Inc.**
- 2) Public Resource Management Group, LLC.
- 3) MuniFinancial
- 4) KPMG, LLP

Justification Statement: Based on the information submitted and the evaluation criteria established for this project, the most responsible and responsive proponent is Maximus, Inc.

Background: Contractor will assist the City to prepare cost allocation plans based on actual expenses. One plan shall be prepared in accordance with the Office of Management and Budget Circular A87 ("**OMB-A87**") and the second plan shall be prepared in accordance with the full costing concepts that recognize all expenditures of the City.

Fund Account Center: 1A01 (General Fund) 524001 (Consultant/Prof. Services) J81401 (General Accounting)

Source of Funds: N/A

Fiscal Impact:

Two Hundred Fifty Seven Thousand Dollars and No Cents
(\$257,000.00)

Term of Contract:

Two (2) years with one (1) year renewal option at the sole discretion of the City.

Approvals:

DOF: YES DOL: YES



CITY OF ATLANTA

SHIRLEY FRANKLIN
MAYOR

DEPARTMENT OF FINANCE
GENERAL ACCOUNTING DIVISION

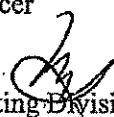
68 MITCHELL STREET, SW, SUITE 7100
ATLANTA, GEORGIA 30303
TEL: (404) 330-8942 • FAX: (404) 658-7170

JANICE D. DAVIS
CHIEF FINANCIAL OFFICER
JDAVIS@ATLANTAGA.GOV

Monique Laws
DIRECTOR
MLAWS@ATLANTAGA.GOV

TO: Adam Smith
Chief Procurement Officer

Elsa Castro
Contracting Officer

FROM: Monique Laws 
General Accounting Division, Director

DATE: July 11, 2007.

RE: RFP – FC-6007000018 Indirect Cost Allocation

Attached are the scores tabulated by the evaluation committee. Maximus, Inc. received the highest score in total, as well as the highest score in technical approach and experience. Therefore, the recommendation of the committee is to enter into a contract with Maximus, Inc.

We have begun the FY07 audit process and will need Maximus, Inc. to begin the engagement as soon as possible. Please let me know the steps required to complete this process. Thank you for your assistance with this matter.



CITY OF ATLANTA
DEPT. OF PROCUREMENT

07 AUG 22 AM 10: 23

CITY OF ATLANTA

Shirley Franklin
Mayor

SUITE 1700
55 TRINITY AVENUE, SW
ATLANTA, GA 30303
(404) 330-6010 Fax: (404) 658-7359
Internet Home Page: www.atlantaga.gov

OFFICE OF CONTRACT COMPLIANCE
Hubert Owens
Director
howens@atlantaga.gov

MEMORANDUM

TO: Adam L. Smith Esq.
Chief Procurement Officer

FROM: Hubert Owens
Director – Office of Contract Compliance

RE: **FC# 6007000018, Indirect Cost Allocation (RFP)**

DATE: June 21, 2007

The Office of Contract Compliance has evaluated four (4) proposals for minority and female business enterprise participation. All four (4) proponents are eligible under Section 2-1449(a) (2) (C) but only three (3) have been deemed responsive by the Office of Contract Compliance. For your information, the proponents have committed to utilizing AABE's, FBE's, HBE's, and ABE's as indicated below:

MAXIMUS, Inc.		(15 pts)
Devine Administration Solutions	FBE	6%
D.E. Hinton & Associates	AABE	33%
Total Participation		38%

Public Resource Management Group		(15 pts)
Trinity Consulting	FBE	6.2%
VK Brown Financial Services	AABE	29.0%
Total Participation		35.2%

Page 2
Adam L. Smith
August 22, 2007

KPMG, LLP		(15 pts)
Bronner Group, LLC	FBE	6.0%
PJC Group	AABE	28.0%
Total Participation		34.0%

MuniFinacial		(0 pts.)
Total Participation		0%
Non-Responsive		

If you have questions, please contact me at (404) 330-6010 or Tracy Reed at (404) 330-6011.

cc: File
Elsa D. Castro, DOP

ELSA CASTRO
CONTRACTING OFFICER

FC-6007000018 PROJECT TITLE: INDIRECT COST ALLOCATION (RFP)
DATE: MAY 23, 2007
TOTAL NUMBER OF PROPONENTS:

[illegible]

TRANSMITTAL FORM FOR LEGISLATION

CITY OF ATLANTA
DEPT. OF PROCUREMENT

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Dept.'s Legislative Liaison: LaShawn Gardiner

LaShawn Gardiner

23 AUG 23 PM 3:19

Contact Number: 404-330-6449

Originating Department: Department of Procurement

Committee(s) of Purview: Finance/ Executive Committee

Chief of Staff Deadline: August 13, 2007

Anticipated Committee Meeting Date(s): August 28-29, 2007

Anticipated Full Council Date: September 4, 2007

Legislative Counsel's Signature: *DP Bradford*

Commissioner Signature: *James E. Smith*

Chief Procurement Officer Signature: *Adam J. Smith*

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN APPROPRIATE CONTRACTUAL AGREEMENT WITH MAXIMUS, INC., FOR FC-6007000018, INDIRECT COST ALLOCATION, ON BEHALF OF THE DEPARTMENT OF FINANCE, IN AN AMOUNT NOT TO EXCEED TWO HUNDRED FIFTY SEVEN THOUSAND DOLLARS AND NO CENTS (\$257,000.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBERS 1A01 (GENERAL FUND) 524001 (CONSULTANT/ PROF. SERVICES) J81401 (GENERAL ACCOUNTING); AND FOR OTHER PURPOSES.

FINANCIAL IMPACT (if any): \$257,000.00

Mayor's Staff Only

Received by CPO: _____

(date)

Received by LC from CPO: _____

(date)

Received by Mayor's Office: 8/24/07 ALB

(date)

Reviewed by: *JS*

(date)

Submitted to Council: _____

(date)